

DUTY STATEMENT

Employee Name: Vacant	Position Number: 581-012-5582-901
Classification: Research Scientist	Tenure/Time Base: Limited Term/Full-Time
Working Title: RPHO Assistant Epidemiologist (Epi/Bio or Soc/Behav)	Work Location: Various statewide locations available. Location to be determined upon hire.
Collective Bargaining Unit: R10	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Regional Public Health Office	Branch/Section/Unit: Epidemiology/Data Analytics Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by supporting the transformation of California's public health system through funding sources such as the Future of Public Health (FoPH) and California Strengthening Public Health Initiative (CASPHI) and may expand to other sources as prioritized by the department and office.

The Research Scientist (RS) advances statewide modernization by strengthening Local Health Jurisdiction (LHJ) analytic capacity, improving data infrastructure, and supporting broad public health projects through regional technical assistance. The role centers on equity, systems improvement, and the implementation of statewide public health priorities.

The incumbent works under the supervision of the Research Scientist Supervisor I of the Regional Public Health Office.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Light Travel, up to 5%, may be required
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

The headquarter location will be determined based on the location of the most qualified candidate. Available Headquarter locations for this position:

Regions

Region	Counties	Available Headquarter Locations
Region II	Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma	Contra Costa – 850 Marina Bay Parkway Richmond, CA 94804
Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	Sacramento – 1615 Capitol Avenue Sacramento, CA 95814

- 40% Support internal Regional Public Health Office analytic needs by developing rapid-turnaround analyses, visualizations, and summary briefs that inform leadership decision-making, strategic planning, and initiative coordination such as but not limited to Future of Public Health and California Strengthening Public Health Initiative (FoPH/CASPHI). This may include, but is not limited to, generating internal dashboards, updating shared tracking tools, and contributing to ongoing modernization efforts such as Databricks workspace buildout and shared code repositories. Provide analytic input during team discussions, help refine shared workflows, and support cross-team alignment for statewide public health transformation initiatives.
- 30% Provide epidemiologic and technical assistance to local health jurisdictions (LHJs) by completing *ad hoc data analysis and coordination requests* that address immediate public health priorities and capacity gaps. Translate ad hoc analyses into *regional learning products* (toolkits, templates, summary briefs) that standardize best practices and build reproducible analytic capacity across jurisdictions. Conduct needs assessments across LHJs to identify where epidemiologic support is most urgently required. Participate in cross-CDO collaborative epidemiology initiatives and data governance activities, such as Epi Forum Design Team planning, to ensure ad hoc local efforts support broader statewide modernization and consistency.
- 25% Support statewide evaluation frameworks and contribute to alignment work across the Agency. Assist LHJs broadly across multiple funding sources, including analytic workflows, workforce tracking, and performance / expenditure reporting. Support jurisdictions implement analytic tools, develop metrics, and assess progress toward statewide modernization goals.

Marginal Functions (including percentage of time)

- 5% Perform other job-related duties as required. Occasional travel for meetings, site visits, and technical training may be required. In the event of an emergency activation, the incumbent may, on short notice, be required to work irregular and overtime hours during disaster operations to support efforts.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: J.A.

Date: SEPT 26